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19-0111

MEMORANDUM FOR: Deputy Director for Administration

FROM

: F. W. M. Janney

Director of Personnel

SUBJECT

: Office of Personnel Position and

Personnel Ceiling

REFERENCE

: Memo for DDCI fr D/Pers dtd 20 Apr 78, subj: Need for a Cross-Cutting Management Tool

to Monitor Agency-Wide Personnel Practices

and Procedures

Jack:

You will recall that the five positions for the Personnel Management Evaluation Staff in the Office of Personnel were approved by the DDCI "on assumption staff increases will be absorbed by DDA". As required by the DDCI we have established the PMES; have assigned the Chief and two Personnel Evaluation Officers; are actively recruiting for the other two staffers and have begun to implement the program. In order to undertake the above actions you agreed that the Office of Personnel could exceed its personnel ceiling until arrangements were made to formally transfer five ceiling allowances to the Office of Personnel. In addition, and prior to the PMES agreement, you authorized the Office of Personnel to exceed its ceiling by an additional five experienced Position Classification Officers (to be externally recruited) to provide the necessary staff to meet PMCD requirements.

We believe it appropriate at this time to reaffirm that during FY 79 five ceiling positions will be transferred to the Office of Personnel for the PMES and that we may continue to carry five employees in PMCD in excess of the Office of Personnel position ceiling until such time as the ceiling is further adjusted to provide for the personnel necessary to effectively perform the classification and function.

F. W. M. Janney

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